



310 Maple Park Avenue SE
PO Box 47387
Olympia, Washington 98504-7387

(360) 705-7846 • Fax (360) 705-6820
www.wsdot.wa.gov/ACCT

Paula J. Hammond, Chair
WSDOT Chief of Staff

Louise Bray
*Governor's Transportation Policy
Advisor*

Reg Clarke
*Washington Association of Pupil
Transportation*

Glen Hallman
Consumer Representative

Michael Harbour
*Representing the Washington
State Transit Association*

Theresa Hakal
*Washington Association of Pupil
Transportation*

Marilyn Mason-Plunkett
CTA-NW

Doug Porter
*Medical Services Administration
of DSHS*

Marcia Riggers
*Office of Superintendent of
Public Instruction*

Bernice Robinson
Consumer Representative

Legislative Members:

Senator Mark Doumit

Representative Fred Jarrett
Representative Mark Miloscia
Representative Alex Wood

Agency Council on Coordinated Transportation (ACCT)

Friday, February 4, 2005

9:30 a.m. to 12:00 p.m.

WSDOT Large Commission Board Room (1D2)
Olympia, WA

Meeting Summary

Attendance

Council Members

Paula Hammond, WSDOT
Michael Harbour, WSTA
Allan Jones, OSPI
Reg Clarke, WAPT
Teresa Hekel, WAPT
Marilyn Mason-Plunkett, CTA-NW
Bernice Robinson, Citizen Representative
Doug Porter, DSHS

WSDOT Staff

Robin Phillips, ACCT Administrator
Shelley Pedro
Don Chartock
Cathy Silins
Seija Blaylock
Dan Wayne

Welcome and Introductions – Paula Hammond

Ms. Hammond, WSDOT Chief of Staff and ACCT Chair, opened the meeting by introducing herself. The council and audience then introduced themselves.

Ms. Hammond reminded the council and audience that Andrew Johnsen has moved on as his time has ended at the Governor's office. A letter will be sent to the Governor requesting to reappoint. Louise Bray is the new Transportation Policy Coordinator at the Governor's office and is expected to be the new council member.

Approval of the Meeting Notes – Paula Hammond

Motion was made to approve the meeting summary from the 12-3-04 meeting. Motion seconded, meeting summary approved.

Notes from the 10-1-04 meeting are pending approval. Suggestion was made to wait till the April meeting so Glen Hallman could be present and make comments.

Items from the 12-04-04 meeting – Paula Hammond

Ms. Hammond mentioned at the last meeting that two resolutions were moved forward. Resolution 001 is to support OSPI 2005 legislative request moving towards full funding of pupil transportation and encourage local school incentives being offered for districts to engage in transportation coordination activities. And Resolution 002 is to support a joint legislative request of the Washington State Transit Association and Community Transit Association for full and stable funding for the special needs transportation.

Suggestion was made to have the Council Members sign these Resolutions. The Resolution documents were passed around to the council members for signature.

Staff Announcements – Robin Phillips

Ms. Phillips was pleased to announce that staff has been stable.

Budget Update – Robin Phillips

Ms. Phillips directed council members to the yellow insert in their notebook under the 2-04-05 tab. She reported that a billing was received for the CTAA technical assistance in the amount of \$62,432. She also reported that Oregon has yet to bill for the Trip Planner work. And the other expenses are related to staff or council member travel. At the next meeting Ms. Phillips would like to have a discussion on the budget and talk about the work plan through the end of the fiscal year.

Identify and Address Barriers

CTAA Technical Assistance Grants – Angela Barbre, CTAA-NW and Don Chartock

Mr. Chartock directed the council members to the lavender insert in their notebook. He pointed out the blacked out section is because these projects have not started yet, they are going out to bid. The areas pending are Yakima and Connecting Communities, Kittitas, Jefferson, Cowlitz and Snohomish. The other projects are in progress and should be ready to bill out for the state funds allotted.

Ms. Barbre went through the handout and gave a brief explanation of each project. The areas that have a project going on is Asotin, Walla Walla, Spokane, Gorge Project, PSESD & School Districts, Grant, Adams and Yakima and Mason County.

Ms. Barbre also mentioned that CTAA-NW has offered to continue doing this type work for the following 2 years so they will be looking for a state match.

Non Profit Insurance Pool – Darren Brugmann

Mr. Brugmann is the Director of Transportation for the Freemont Public Association (FPA). FPA is a non-profit organization that services King County and centers around transportation for thirty plus

different types of social service programs. To find out more on the subject of FPA visit their website at www.freemontpublic.org.

Mr. Brugmann explained when he started in this position in 2001 he was hit with a huge barrier of increasing costs of liability insurance for non profits on the transportation program. He joined with Marilyn Mason Plunkett from People for People, Lynn Moody from Hopelink, Bill Eby from Neighborhood House, Howard Finck from Friends of Youth and Darlene Riley from Paratransit in Bremerton. The purpose of this group was to put together non-profit insurance needs. The goals of this group were to work together to pass enabling Legislation, draw up all the necessary founding documents, hire an administrator and get state approval. By remaining focused they were able to get Legislation passed. They formed all the legal documents, hired Canfield and Associates, finished all the necessary documents and submitted them to the state. Out of this the Non Profit Insurance Pool (NPIP) was formed and they began writing policies on 8-20-04. With the exception of Neighborhood House the entire original members are still a part of the NPIP, along with 72 other organizations.

Marilyn Mason-Plunkett added that Darren Brugmann and Lynn Moody deserve a lot of the credit for the success of this program. They were really the driving force to make this happen. She also added that this program allows non-profits access to the insurance markets allowing bargaining power. And it enables non-profits to provide the services that they are committed in providing in a much more stable and foreseeable manner. Ms. Mason-Plunkett closed by saying that stability and our commitment to our missions are much more ensure now.

Common Ground Project – Doug Porter

Mr. Porter announced that the Common Ground Project is a standing agenda item. He has turned the discussion over to Tim Payne with Pierce Transit and Christie Scheffer from Paratransit to give an update.

Ms. Scheffer announced that Paratransit service has performed an analysis of the passengers currently accessing programs at select ADA sights. They have identified 70 clients that attend approximately three times a week. There are four providers within their system that may be impacted by this project. They have drafted a scope of work and operational procedures for the paper test. They have also drafted a glossary of terms for this project. And established in the software system a test environment to collect data from Pierce Transit and Paratransit with a framework of the data migration. She concluded by adding that the framework and groundwork have been laid and is now a matter of proceeding with the paper test.

Mr. Payne announced that this project is well identified, and the objectives are very clear; however, despite their best efforts to put this project together, getting the work done to push forward has become a major challenge. He explained that Pierce Transit maintains a very lean management and planning staff. They do not maintain excess capacity on staff just to bring on new things. He believes one solution is the temporary grant from Sound Transit that's related to regional transportation coordination and the special needs formula grant from the Legislature; assuming that the funds are reallocated for next biennium. One of the weaknesses of the special needs formula grant program is there is no guarantee that it will continue from biennium to biennium. Pierce Transit is starting the recruiting process; however, they won't actually hire until they have assurance that there will be an appropriation for the next biennium in the transportation budget for the special needs transit formula grant program.

Mr. Payne hopes that at the next meeting he will be able to report that they have been able to conquer the bureaucracy of getting staff, even if on a temporary basis and that they have been able to start proceedings with the project.

Paula Hammond wants more information and has requested that staff do some research and report back as to whether or not there is reason to fear that the money won't be appropriated.

Focus on Results

Performance Measures Implementation Plan – Robin Phillips

Ms. Phillips announced that she has been meeting or will be meeting with council members to discuss the purpose of their organization within ACCT. The focus is to look at efficiencies, effectiveness, coordination and accountability between each individual agency and ACCT and then determine a common interest. Out of these meetings a work plan will be developed for the council that facilitates the individual members and are collective priorities for implementing transportation coordination and coordinated resource development. The plan is to have at the next meeting in April a list of items that each agency is working on that are in common with ACCT and the council can prioritize. The goal is to have connections to coordination and program priorities. She expressed the need to work with each agency and understand what is shared together.

Ms. Phillips directed the council members to the document in their notebook titled “ACCTion Plan for Achieving Performance Goals. This is a draft document that talks about each agencies coordination strategies, priorities and perspectives. She hopes to have the final working document published in June.

Trip Planner –Robin Phillips

Ms. Phillips announced that the Trip Planner project is moving ahead. Her and Seija Blaylock meet once a week with the WSDOT IT manager and they are working out a long term financing strategy within WSDOT around the project. The next step is to meet and talk about agreements, between those and us who are managing the system and those that are working with us. Agreements need to be implemented to clarify roles and responsibilities so there are clear expectations on everyone's part. Ms. Phillips advised the council they will be contacted within the next three or four months to discuss these agreements.

Item Outside of the Agenda – Paula Hammond

Ms. Hammond announced that the Transportation Commission has put together a recommendation packet for the Legislature to consider new revenue to address critical transportation needs over the next decade. Some of these recommendations include Operating Special Needs & Rural Mobility for Profits/Non-Profits, Transit Operating Special Needs funds, the Statewide Trip-Planner project and many more. You can review this at www.wsdot.wa.gov/commission.

Increase Advocacy

Homeless Children Transportation – Don Chartock

Mr. Chartock directed the council members to the light blue insert in their notebook titled “Homeless Student Transportation Grant Awards”. He announced that this insert lists the different grants that have been awarded and to whom. Many of the organizations started doing work in December and some are

still working on contracts. He also announced that they are in the process of selecting an evaluator to help assess the effectiveness of these programs. The next step will be to put together a manual that can be shared through out the state and country about Homeless Transportation and what Washington State has been able to accomplish.

For the record Senator Patty Murray secured federal grant funds in the amount of one million dollars for projects through August 2005 to demonstrate innovative ways to provide transportation to homeless students. These funds are an earmark and there is no state match. The ACCT staff worked closely with OSPI to award seven Washington school systems and educational service districts in grants for the transportation of homeless children.

New Representative from Washington Association for Pupil Transportation

During introductions Reg Clarke announced that he would be with the ACCT council through the April meeting. And Teresa Hekel who attended the last couple meetings will be his replacement.

Reports from the Council and audience comments –

Michael Harbour announced that it is active in the Legislature that the State Transit Association has testified before the Senate and House Transportation Committee. He explained that WSTA always includes the special needs funding and ACCT on their agenda. They have met with the chairs and ranking minorities of the transportation committees and mentioned if anyone is interested in talking with these folks now is the time. He also questioned the bill on having a person from Utilities Transportation Commission on the ACCT council.

Cathy Silins responded to the UTC within ACCT. She mentioned that Senator Haugen is the main sponsor and she feels that there could be better communication between UTC and WSDOT and one way of doing this is to add UTC to the ACCT council. She feels that since there are UTC people doing inspections of our special needs providers, and there are UTC people making requirements on the training and record keeping of the personnel that they should have better coordination. You can review this bill information at www.leg.wa.gov/billinfo. (SB 5057)

Next Meeting –

Where: Washington State Department of Transportation
310 Maple Park Ave SE
Olympia WA

When: Friday, April 1, 2005

Time: 9:30 am – 12:00 pm